



**Celebrating National Service in Indiana: Streams of Service Working Together**  
**June 25-27, 2003**  
**Westin Hotel, Downtown Indianapolis**  
**Directors' Agenda**

**Wednesday, June 25th**

|                 |  |   |
|-----------------|--|---|
| 12:30-1:00 p.m. | <i>Welcome:</i> Amber Roos, Commission on Community Service & Volunteerism<br><i>The Pledge of Allegiance:</i> Carrol Johnson & Tom Haskett, CNCS State Office   | <b>Grand 5</b>  |
| 1:00-2:30 p.m.  | <b>Workshop Options:</b><br><br><i>Advisory Council Development</i> – Melissa Buller<br><i>Preparing for the Unexpected</i> – Kathy Schoettlin<br><i>Time Management for Busy People</i> – Carolyn Wiethoff<br><i>Recruiting a Few Good AmeriCorps Members</i><br>- Michael Bowen, AmeriCorps Recruitment Specialist | <b>Council<br/>Chamber<br/>Capitol 3<br/>Congress</b> |
| 2:30-3:00 p.m.  | Networking Break and Snack   | <b>Grand Foyer 4</b>                                  |
| 3:00-4:30 p.m.  | <b>Workshop Options:</b><br><i>Advisory Council Development</i> - Melissa Buller<br><i>Preparing for the Unexpected</i> - Kathy Schoettlin<br><i>Time Management for Busy People</i> -Carolyn Wiethoff<br><i>Recruiting a Few Good AmeriCorps Members</i> – Michael Bowen  | <b>Council<br/>Chamber<br/>Capitol 3<br/>Congress</b> |
| 4:45-5:45 p.m.  | <i>Individual Meetings:</i> <ul style="list-style-type: none"><li>• VISTA Supervisors</li><li>• Individual AmeriCorps Program Meetings – See Table Cards</li><li>• RSVP Meeting</li><li>• FGP Meeting</li></ul>  | <b>Grand 5<br/>Grand 5<br/>Council<br/>Chamber</b>    |
| 6:15-7:15 p.m.  | <i>Dinner for All Attendees</i> <ul style="list-style-type: none"><li>• “Putting Indiana Together”</li><li>• Essay Contest Winners</li></ul>   | <b>Grand 5</b>  |
| 7:30-11:30 p.m. | <i>Evening Entertainment</i> <ul style="list-style-type: none"><li>• Movie Presentation</li><li>• Musical Entertainment</li></ul>  | <b>Grand 5</b>  |



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**Thursday, June 26th**

|                  |   |   |
|------------------|---|---|
| 7:30-8:15 a.m.   | <i>Continental Breakfast</i>  | <b>Grand Foyer 4</b>                    |
| 8:15-8:30 a.m.   | <i>Welcome and Introduction to Day Two</i><br>Beth Morelock and Gail Snyder   | <b>Grand 5</b>                          |
| 8:30-10:00 a.m.  | <b>Workshop for NSSC Directors:</b><br><i>Project STAR – Measuring for Impact</i> -Allen Dietz<br><b>Workshop for AmeriCorps Directors:</b><br><i>Capacity Building with Campaign Consultation</i> -Julia Ojeda   | <b>Capitol 3</b><br><br><b>Congress</b> |
| 10:00-10:15 a.m. | <i>Break for All Attendees</i>  | <b>Grand Foyer 4</b>                    |
| 10:15-12:00 p.m. | <b>Workshop for NSSC Directors:</b><br><i>Project STAR – Measuring for Impact</i> - Allen Dietz<br><b>Workshop for AmeriCorps Directors:</b><br><i>Capacity Building with Campaign Consultation</i> - Julia Ojeda   | <b>Capitol 3</b><br><br><b>Congress</b> |
| 12:00-1:00 p.m.  | <i>Lunch/Networking Opportunity</i> <ul style="list-style-type: none"><li>• Community Sharing Activity – Fred Frank, CNCS State Office</li><li>• Presentation of Cross Stream Photo Video – Ryan Brady, YMCA</li></ul>  | <b>Grand 5</b>                          |
| 1:00-2:30 p.m.   | <b>Workshop for AmeriCorps Directors:</b><br><i>Project STAR – Measuring for Impact</i> - Allen Dietz<br><b>Workshop for NSSC Directors:</b><br><i>Capacity Building with Campaign Consultation</i> - Julia Ojeda   | <b>Grand 5</b><br><br><b>Congress</b>   |
| 2:30-2:45 p.m.   | <i>Event Wrap Up for AmeriCorps State and AmeriCorps VISTAs Members</i><br>-Ellen Brown   | <b>Grand 5</b>                          |
| 2:45-5:30pm      | <b>Workshop for AmeriCorps Directors:</b><br><i>Project STAR – Measuring for Impact</i> - Allen Dietz   | <b>Grand 5</b>                          |
| 2:45-4:00 p.m.   | <b>Workshop for NSSC Directors:</b><br><i>Capacity Building with Campaign Consultation</i> -Julia Ojeda   | <b>Congress</b>                         |
| 4:00-5:30pm      | <b>Workshop Options for NSSC Directors and VISTA Supervisors:</b><br><i>Civic Engagement, Faith and Community Based Initiatives, and Homeland Security</i><br>Ben Dickerson, PhD – Center on Aging and Community<br><i>Volunteer Recruitment and Retention</i> - Juliann Peterson | <b>Council</b><br><br><b>Chamber</b>    |
| 5:30 p.m.        | <i>Conclude Day Two</i> - VISTA Supervisors and Members return to their communities   |   |
| 6:30 p.m.        | <i>Dinner for AmeriCorps State Directors/NSSC Directors</i>   | <b>Capitol 3</b>                        |



### Summary of Workshops – Wednesday, June 25<sup>th</sup>

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| 1:00-2:30 p.m.<br><b>Council</b>  | <i>Advisory Council Development</i>             | Linkage, interest, and ability are important factors to consider when planning for and recruiting a volunteer advisory board. Learn how to manage the volunteer recruitment process in a nonthreatening and constructive way   |
| 1:00-2:30 p.m.<br><b>Chamber</b>  | <i>Preparing for the Unexpected</i>             | Learn how to prevent, prepare for, and respond to natural and manmade disasters and how YOU can be a part of saving lives.   |
| 1:00-2:30 p.m.<br><b>Capitol 3</b>                                      | <i>Time Management for Busy People</i>          | Tired of the piles of paper on your desk? Or are you organized, but still can't seem to figure out where the hours in your day have gone? In this session, you'll learn practical tips to manage your time and workspace in a productive and positive way. The instructor will help you identify strengths and weaknesses of your current work style, and then give you tools to leverage your strengths into a more efficient and productive work life.   |
| 1:00-2:30 p.m.<br><b>Congress</b>                                       | <i>Recruiting a Few Good AmeriCorps Members</i> | Have trouble recruiting new members to your AmeriCorps program? Wonder how are you going to fill all those slots? Looking for ways to get your story into the media? Here is your chance to meet with the AmeriCorps Recruitment Program Specialist for Indiana. Michael Bowen has over four years experience working with AmeriCorps programs. Mr. Bowen will provide information about the AmeriCorps website, developing a recruitment plan for your agency, how to recruit members via community outreach, and developing relationships with local media outlets. The sessions will also help you in developing a program teaser, a list of member duties, and program descriptions. Come and learn how to find those members, get them to join, and keep them doing good in your community! |
| These workshops repeat from <b>3:00-4:30 p.m.</b> in the same location. |   |  |



## Summary of Workshops – Thursday, June 26<sup>th</sup>

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| 8:30-12:00 p.m.<br><b>Capitol 3</b>   | <i>Project STAR – Measuring for Impact</i> – NSSC Directors                              | Allen Dietz is an independent consultant in Wenatchee, WA specializing in program management, evaluation, and leadership training, with a special focus on national service programs. He was Director of Training, Planning, and Evaluation with the Texas Commission on Volunteerism and Community Service for three years, and directed a large statewide AmeriCorps program in Texas for four years. Allen volunteers as a national disaster mental health specialist and trainer with the American Red Cross, and has responded to floods, tornadoes, and tropical storms in Texas, the World Trade Center terrorist attack and the crash of American Airlines flight 587 in New York City, and to wildfires in California and Washington. Allen has a broad background in fundraising and proposal writing for non-profit organizations, and has been involved in training health and human service professionals for 25 years. |
| 8:30-12:00 p.m.<br><b>Congress</b>  | <i>Capacity Building with Campaign Consultation</i> – AmeriCorps Directors               | This session will examine a nationally recognized model for building organizational capacity and help participants to apply it to their own needs and concerns for future operation and growth. Participants will be able to define capacity building needs and strengths in their own programs. Participants will identify things that they are already doing and want to do to build their program/project's sustainability. Participants will be able to apply these same strategies to expand their program capacity.  |
| <b><i>Capacity Building with Campaign Consultation will repeat in Congress from 1:00-4:00 p.m. for NSSC Directors in the same room.</i></b><br><b><i>Project STAR – Measuring for Impact will repeat in Capitol 3 from 1:00-5:30 p.m. for AmeriCorps Directors.</i></b> |  |  |
| 4:00-5:30 p.m.<br><b>Council</b>  | <i>Civic Engagement, Faith and Community Based Initiatives, and Homeland Security</i>    | Dr. Ben Dickerson – Center for Aging and Community   |
| 4:00-5:30 p.m.<br><b>Chamber</b>  | <i>The "Three R's" of Volunteer Organizations -- Recruitment, Rewards, and Retention</i> | Learn more about how to find new sources of potential volunteers, how to convert them into volunteers, and how to keep them around once you do! Bring your "best practices" to share also.   |



## Summary of Workshops – Friday, June 27<sup>th</sup>

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| 8:30-10:00 a.m.<br><b>House</b>                | <i>Organizational Development and Strategic Planning</i> | Non-profit organizations should foster a best practice environment by developing and promoting a set of operating standards that can guide them in organizational development. By thoroughly identifying the stakeholder needs and by developing a strategic plan non-profit organizations can ensure their success over the next 3-5 years. This presentation will help you in assessing your organization and also stress the importance of developing a strategic plan. |
| 8:30-10:00 a.m.                                | <i>IADA Meeting</i>                                      | Off-site Location – Meeting and Site Visits  |
| 10:15 a.m.-12:00 p.m.<br><b>Senate 1&amp;2</b> | <i>Evaluation Assistance</i>                             | This session will provide attendees with information about the purposes and processes of program evaluation. A major focus of the session will be how to get assistance from universities or others in planning and/or conducting useful evaluations.  |

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### Friday, June 27<sup>th</sup>

|                   |   |                       |
|-------------------|---|-----------------------|
| 7:30-8:15 a.m.    | <i>Continental Breakfast/Networking</i>   | <b>Capitol 3</b>      |
| 8:15-8:30 a.m.    | <i>Welcome to Day Three</i><br>Amber Roos - ICCSV and Georgia Schaich, RSVP                     | <b>Capitol 3</b>      |
| 8:30-10:00 a.m.   | Workshop: <i>Organizational Development and Strategic Planning</i><br>Roger Nettle              | <b>House</b>          |
| 8:30-10:00 a.m.   | <i>IADA Meeting</i>   | <b>Grand 5</b>        |
| 10:00-10:15 a.m.  | <i>Break for All Attendees</i>  | <b>Grand Foyer 4</b>  |
| 10:15- 12:00 p.m. | Workshop: <i>Evaluation Assistance</i><br>Bill Barton, Indiana University School of Social Work | <b>Senate 1&amp;2</b> |
| 12:00-12:15 p.m.  | <i>Conclude Event for All Attendees</i>   | <b>Capitol 3</b>      |